 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Hours of Operation and Work Schedules	Effective date	Revised
Number: 3.01	June 16, 2003	February 9, 2007

Hours of operation for the department are set to meet both the needs of Missourians and our staff in their work. In addition, to assist our employees in achieving a balance between work and home, the Department of Natural Resources allows various work schedules provided the integrity of our service to the citizens of Missouri is not compromised. While the needs of the constituency of the State of Missouri must take priority, creative approaches should be considered, when appropriate, to implement adjusted schedules or to pilot and evaluate adjusted work schedules.

REFERENCES

U.S. Department of Labor, Fair Labor and Standards Act
<http://www.dol.gov/whd/flsa/index.htm>

Hours of Work and Holidays, 1 CSR 20-5.010

Related DNR policies

Overtime and Overtime Compensation 3.06

DEFINITIONS


Long term: duration over six months

Work hours: Physical hours worked. This does not include time taken as leave or holidays.

Work week: The fixed and regularly recurring period of seven (7) consecutive days used to define the number of hours considered to be normal work hours. For the department the work week is defined as either Friday to Thursday, Saturday to Friday or Sunday to Saturday, all midnight to midnight.

GENERAL PROVISIONS

Most Department of Natural Resources offices will maintain, at a minimum, hours of operation from 8:00 a.m. until 5:00 p.m. Monday through Friday except for approved state holidays. Many DNR facilities, such as state parks and historic sites, will have varying hours of operation based on the time each is open to the public. For all offices, management may set hours of operation to meet needs. The regular office hours are to be posted for the public.

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Hours of Operation and Work Schedules	Effective date	Revised
Number: 3.01	June 16, 2003	February 9, 2007

All offices or facilities must be adequately staffed during their standard hours of operation to ensure service to the public and functionality of the office.

Several department offices have a limited number of staff whose focus is field work. At times all staff may be absent from the office. In those circumstances, arrangements will be made to provide for messages to be left for staff or other points of contact.

All staff report actual work hours on time sheets, regardless of individual work schedules.

Work schedules

A work schedule is the routine time one consistently works week to week that is appropriately accounted for. A typical work schedule is an eight (8) hour work day, the specific times of which are coordinated with and approved by the supervisor.

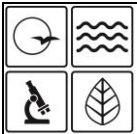
Adjusted work schedules

Several other work schedules may be available to department staff such as a compressed work week, V-time, reduced work week and job sharing. The director of an office may deem the duties of some positions as inappropriate for an adjusted work schedule. This should not be interpreted as a waiver on the part of management to make decisions concerning schedules and continued employment on the same terms and conditions as for those employees who have not availed themselves of adjusted work schedules.

The following describes the differences between the adjusted work schedule options.

Compressed work week: A schedule permitting a full-time employee to work the equivalent of a full work week in five or fewer days. As an example, for a forty (40) hour work week an employee works four 10-hour days instead of five 8-hour days.

V-Time: A voluntary option when a full-time employee voluntarily reduces his/her work hours for a specified time period in exchange for a corresponding reduction in pay. The difference between a V-time and a reduced work week is that there is an agreed to time when the employee returns to full-time work under a V-time agreement.

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Hours of Operation and Work Schedules	Effective date	Revised
Number: 3.01	June 16, 2003	February 9, 2007

Reduced work week: An employee works less than 40 hours per week on a long term basis.

Job sharing: Employees who job share assume the duties of one position either by both performing all of the necessary job duties assigned to the position; or by splitting responsibility for certain tasks.

Requesting an adjusted work schedule

The request for an adjusted work schedule can come from an employee or supervisor. The proposal for an adjusted work schedule should contain all the pertinent information needed to help the supervisor make an evaluation of the request. The supervisor reviews the request, indicating either support or not, with the reason(s) provided. The request then goes through the chain of command to the division director or designee for consideration and approval/denial.

Suggested evaluation for an adjusted work schedule request

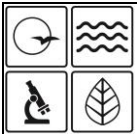
The considerations involved in evaluating a request for an adjusted work schedule may include:

- Adequate staffing during normal business hours.
- All requests must be given equal consideration.
- The fiscal and work impact of granting an adjusted work schedule.
- Other consideration specific to the office or work.

Provisions for a continued adjusted work schedule

Approved adjusted work schedules will remain in effect unless work operations of the unit are impaired. An approved adjusted work schedule will be evaluated at least yearly as to whether it should be continued. The adjusted schedule of an employee may be ended if operations of the unit are impaired, or the division director or whoever has approval authority has just cause to discontinue the schedule. In such case a two (2) week notification will be given (if appropriate) prior to discontinuing the adjusted work schedule.

Each supervisor is responsible for assuring his/her employees follow approved work schedules and that the work area is adequately staffed. A supervisor may temporarily alter an employee's work schedule to meet work needs; however, long term schedule changes must be approved by the division director or designee.

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Hours of Operation and Work Schedules	Effective date	Revised
Number: 3.01	June 16, 2003	February 9, 2007

Documentation for adjusted work schedules

Contact the Human Resources Program to determine if a Position and Employee Action Request (PEAR) form is needed to document an adjusted work schedule. For instance, if V-time is approved, a PEAR form must be sent as documentation to update SAMII with the reduction in the employee's work hours.

Flexibility within the work week

All staff are allowed flexibility within the work week that provides for schedule adjustments that are not routine or long term. This is approved by the immediate supervisor.

This flexibility allows the department to provide service, the employees to meet personal needs and the compensation for work beyond the normal eight (8) hour day. All provisions of the Overtime and Overtime Compensation policy will be met.

Holidays

The maximum holiday time provided to an employee is eight (8) hours, even if the employee works an adjusted work schedule of more than eight hours a day. Those employees who work a schedule of more than eight (8) hours in a day will be required to adjust their work week, or to use annual leave, sick leave (if appropriate), compensatory time, or leave without pay to offset the additional hours off. Applications for leave must be submitted prior to the holiday to insure services are met for the day.

Lunch and breaks

Whatever schedule the employee arranges, he/she should have a lunch break of at least thirty (30) minutes. Two fifteen (15) minutes breaks may be taken per day. Lunch and breaks will not be taken in conjunction with each other, or at the beginning or end of the work day.